



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

Open Position

After School Activity Specialist

\$10.50 hourly

Non-benefited part-time seasonal position in the Leisure Services Department approximately 15 to 19 hours, Monday through Friday 2:30 p.m. to 6:00 p.m. during the school year. Responsibilities include coordination of various after school recreation activities for youth in grades 5-8 and supervision of special events and programs. Assists participants with homework if needed.

Minimum Qualifications

Candidate must be a minimum of 16 years old and have one year experience working with youth in recreational activities. Must possess American Red Cross First Aid and CPR Certification (if current certification is expired must pass Town of Bloomfield's sponsored training).

Selection Process

Candidates may be rated based on education, experience, and skills identified on the application, resume and cover letter as they relate to the requirements of this position. Additional examinations may include computer skills testing, written subject matter tests, and/or oral interviews or may be a combination of any of the above.

Applications

Town of Bloomfield conducts pre-employment drug testing.

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org under Departments/Human Resources and **must be submitted by mail or in person to Human Resources along with a resume and cover letter** no later than 4:00 p.m. on Tuesday, January 31, 2017. Applications are accepted ONLY by mail or in person.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply.

Persons with a disability and who may need this information in an alternative format must contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

Posted 1/17/17

**Town of Bloomfield
Job Description**

JOB TITLE: After-School Activity Specialist
DEPARTMENT: Leisure Services
REPORTS TO: Administrative Analyst

SUMMARY - Recreation work involving activities in after-school program for youth in Grades 5-8.

ESSENTIAL DUTIES AND RESPONSIBILITIES - include the following. Other duties may be assigned as necessary.

Conducts various recreation activities for youth in grades 5-8

Assist participants with homework if needed

Leads weekly programs and activities

May be called upon for routine instruction or demonstration of activities

Performs routine maintenance of equipment and supplies

Supervises special events and programs

Works with other staff members in carrying out recreation activities

Supervises use of the Youth Center by participants

Performs related work when assigned

Acts as first responder in medical emergencies to the extent of their training

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE – One year experience in recreation leadership and working with people; recreation skills related to a recreation activity

LANGUAGE SKILLS – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens, programs participants or employees of organization.

MATHEMATICAL SKILLS – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS – Current American Red Cross First Aid and CPR certificate. (If not currently certified must pass Town of Bloomfield sponsored training).

PHYSICAL DEMAND – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and

stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually loud.